

Change  
No. 6

CHANGES IN FORCE: 1, 5 and 6

KNGR 600-100

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 1 September 1983

COMMISSIONED OFFICERS

FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIVITIES

---

THIS CHANGE UPDATES KNGR 600-100 FOR ALL UNITS OF THE KANSAS ARMY NATIONAL  
GUARD.

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KNGR 600-100, dated 15 March 1979 is changed as follows:

1. Insert the following pages in sequence and remove the pages as indicated below:

Old Page

New Page

A-1

+A-1

2. This change will be recorded as appropriate at Appendix A, KNGR 310-1, Index of Regulations.
3. This sheet is to be filed in front of the publication for reference purposes.

BY ORDER OF THE GOVERNOR:

OFFICIAL:

  
DAN E. KARR  
COL, GSWT, KSARNG  
Chief of Staff

RALPH T. TICE  
MG, KSARNG  
The Adjutant General

DISTRIBUTION:  
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Change  
No. 5

CHANGES IN FORCE: 1 and 5

KNGR 600-100

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 1 June 1983

COMMISSIONED OFFICERS  
FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIVITIES

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THIS CHANGE UPDATES KNGR 600-100 FOR ALL UNITS OF THE KANSAS ARMY NATIONAL  
GUARD.

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KNGR 600-100, dated 15 March 1979 is changed as follows:

1. Insert the following pages in sequence and remove the pages as indicated below:

| <u>Old Page</u> | <u>New Page</u> |
|-----------------|-----------------|
| i and ii        | i and ii        |
| 2-1             | +2-1            |
| 3-1             | 3-1             |
| 3-2             | +3-2            |
| 3-3             | +3-3            |
| 4-1             | +4-1            |

2. This change will be recorded as appropriate at Appendix A, KNGR 310-1, Index of Regulations.
3. This sheet is to be filed in front of the publication for reference purposes.

BY ORDER OF THE GOVERNOR:

OFFICIAL:

  
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Chief of Staff

RALPH T. TICE  
MG, KSARNG  
The Adjutant General

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Change  
No. 4

KNGR 600-100

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 1 April 1982

COMMISSIONED OFFICERS

FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIVITIES

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THIS CHANGE UPDATES KNGR 600-100 FOR ALL UNITS OF THE KANSAS ARMY NATIONAL  
GUARD.

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KNGR 600-100, dated 15 March 1979, is changed as follows:

1. Make the following pen and ink change:

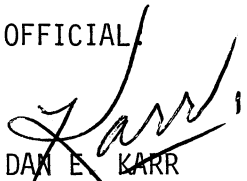
Page +4-1, paragraph +4-2. Requests for Transfer. Delete the paragraph  
and add the following:

Transfers must have the approval/disapproval of each major commander before  
request is submitted to this office. Request for Orders (AGO Kan Form 310)  
will be completed in accordance with KNGR 310-10.

2. This sheet to be filed in front of the publication for reference purposes.

BY ORDER OF THE GOVERNOR:

OFFICIAL:

  
DAN E. KARR  
COL, GSWT, KSARNG  
Chief of Staff

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MG, KSARNG  
The Adjutant General

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Change  
No. 3

KNGR 600-100

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas 9 November 1981

COMMISSIONED OFFICERS

FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIVITIES

THIS CHANGE UPDATES KNGR 600-100 FOR ALL UNITS OF THE KANSAS ARMY NATIONAL GUARD

KNGR 600-100, dated 15 March 1979, is changed as follows:

1. Make the following pen and ink changes:

a. Page i, Chapter III - Processing, add Standards of Conduct Briefing, paragraph +3-6, page 3-2.

b. Page 3-2, paragraph +3-6 is added as follows:

+3-6. Standards of Conduct Briefing.

a. Not later than seven days after receipt of permanent Federal Recognition orders for all initial appointments, the individual will receive a Standards of Conduct Briefing as required by paragraph 1-5, AR 600-50. This briefing is to be given by the unit commander or other designated officer. After receiving the required briefing, the officer will sign a statement attesting to this fact. Semiannually thereafter, the officer will be reminded of his responsibility to comply with required standards of conduct.

b. AGO Kan Form 601-20, dated 9 November 1981, will be used to record the initial briefing and semiannual reminders. This form will be placed in the officers MPRJ and maintained as an Action Pending document.

2. This sheet to be filed in front of the publication for reference purposes.

BY ORDER OF THE GOVERNOR:

OFFICIAL:

*gr*  
*Edgar L. DeGraw, Col.*  
EDGAR L. DeGRAW  
BG, AGC, KSARNG  
Asst Adjutant General (Army)

RALPH T. TICE  
MG, KSARNG  
The Adjutant General

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Change  
No. 2

KNGR 600-100

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas 2 March 1981

COMMISSIONED OFFICERS

FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIVITIES

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THIS CHANGE UPDATES KNGR 600-100 FOR ALL UNITS OF THE KANSAS ARMY NATIONAL  
GUARD.

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KNGR 600-100, dated 15 March 1979, is changed as follows:

1. Insert the following pages in sequence and remove the pages indicated below:

Old Page

New Page

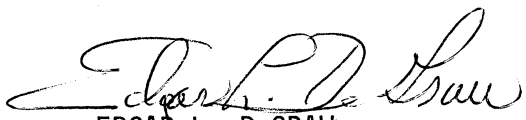
3-2, 4-1

3-2, 4-1

2. This sheet is to be filed in front of the publication for reference purposes.

BY ORDER OF THE GOVERNOR:

OFFICIAL:



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BG, AGC, KSARNG  
Asst Adjutant General (Army)

RALPH T. TICE  
MG, KS ARNG  
The Adjutant General

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Change  
No. 1

KNGR 600-100

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 15 May 1980

COMMISSIONED OFFICERS

FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIVITIES

---

THIS CHANGE UPDATES KNGR 600-100 FOR ALL UNITS OF THE KANSAS ARMY NATIONAL  
GUARD.

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KNGR 600-100, dated 15 March 1979, is changed as follows:

1. Make the following pen and ink changes:

a. Page i, Chapter III - Processing, add Nonprior Service Applicants,  
paragraph +3-5, page +3-2.

b. Page 3-1, para 3-3a(2), the second line which reads "DA Form 201"  
should be changed to read "DA Form 2-1".

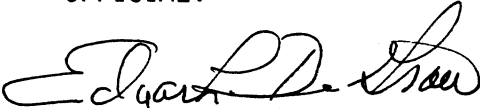
2. Insert the following pages in sequence and remove the pages as indicated  
below:

| <u>Old Page</u> | <u>New Page</u> |
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| iii, 1-1        | +iii, +1-1      |
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| H-1, H-2        | +H-1, +H-2      |
| -----           | +Q-1            |
| -----           | +R-1            |

3. This sheet is to be filed in front of the publication for reference  
purposes.

BY ORDER OF THE GOVERNOR:

OFFICIAL:

  
EDGAR L. DeGRAW  
BG, AGC, KSARNG  
Asst Adjutant General (Army)

EDWARD R. FRY  
Major General, KSANG  
The Adjutant General

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INCLUDES CURRENT PAGES FROM CHANGES 1 - 6

Kansas National Guard Regulation  
Number 600-100 (Army)

C-5  
\*KNGR 600-100  
1 Jun 83

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 15 March 1979

COMMISSIONED OFFICERS

FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIVITIES

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THIS REGULATION IS A COMPLETE REVISION OF KNGR 600-100, MODIFIES CERTAIN PORTIONS OF NGR 600-100, ESTABLISHES OPMS FOR THE KANSAS ARMY NATIONAL GUARD, AND SETS THE POLICIES OF THE ADJUTANT GENERAL PERTAINING TO APPOINTMENTS, TRANSFERS, ISSUANCE OF CONDITIONAL RELEASES, AND PROMOTIONS FOR UNITS OF THE KANSAS ARMY NATIONAL GUARD.

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This regulation supersedes KNGR 600-100 dated 10 March 1978 and changes.

## CHAPTER I - GENERAL

### 1-1. References:

- a. NGR 600-100
- b. NGB Pam 600-1
- c. NGB Pam 600-3
- d. AR 611-101

1-2. Policy. The provisions of NGR 600-100 are applicable to the Kansas Army National Guard except as modified/supplemented by this regulation.

1-3. Purpose. This regulation prescribes the criteria and procedures for effecting appointment, transfer, reassignment, branch transfer, change of specialty and promotion of commissioned officers of the Kansas Army National Guard. This regulation also implements the Officer Personnel Management System for the Kansas Army National Guard.

1-4. Roster Data. This office maintains a current listing of commissioned officers assigned to units of the Kansas Army National Guard. This listing contains the names, service numbers, grades and home and business addresses. All officers of the Kansas Army National Guard are responsible for immediately reporting any change of address to their commander. Commanders are responsible for immediately reporting address changes to this office as they become known.

1-5. Announcement of Federal Recognition. The Chief, National Guard Bureau publishes orders announcing Federal recognition actions. This office will furnish the individual's unit of assignment with two (2) copies of the orders. One (1) of the copies received by the unit is to be furnished to the individual concerned. Each intervening headquarters will be furnished with an information copy of the Federal recognition order.

1-6. Administration of Oaths. Commissioned officers of the Kansas Army National Guard are authorized by Kansas statutes to administer oaths to officers, warrant officers and enlisted personnel.

1-7. State Commission Certificates. This office will issue a state certificate to each commissioned officer when he/she is appointed in the Kansas Army National Guard or has a change in branch. The certificate will be signed by The Adjutant General, Secretary of State and Governor of Kansas.

1-8. State Oath of Office. This oath is completed upon appointment in the Kansas Army National Guard. Federal Recognition Boards will administer the oath when board action is required for appointment. For those appointments which do not require Federal Recognition Board action, the oath will be administered by the unit of assignment or headquarters concerned.

## CHAPTER II - APPOINTMENTS

2-1. Appointment of Former USAR Officers Who Failed to Participate Satisfactorily. The officer concerned must submit a statement as shown in Appendix B along with the appointment file.

2-2. Screening of RCPAC Records Prior to Appointment. Prior to the appointment of non-unit members of the Individual Ready Reserve (IRR), commanders will examine the DD 214 of the applicant. If the authority for involuntary release from active duty is paragraph 3-58a, AR 635-100, commanders will contact this office. In turn, this office will contact the ARNG Liaison Officer at RCPAC for determination of the applicant's eligibility for Federal recognition. In no case will units process an applicant who was separated from active service under the above authority prior to receiving approval from this office.

2-3. Minimum Age. The current Military Code of Kansas does not permit appointment of officers in the Kansas Army National Guard under age 18.

2-4. Maximum Age. Maximum age for appointment will be in accordance with paragraph 2-5b, NGR 600-100. Waivers of maximum age may be requested in accordance with NGR 600-100.

2-5. Waivers. Request for waiver for appointment as a commissioned officer with the Kansas Army National Guard will be submitted through normal command channels to this office in the format as shown in Appendix C. Waivers may be requested in accordance with paragraph 2-8, NGR 600-100.

+2-6. Weight Standards. Members of the Kansas National Guard applying for initial appointment as commissioned officers are required to meet weight standards as prescribed by NGR 600-9. Waivers are not authorized.

### CHAPTER III - PROCESSING

3-1. Required Documents. Documents as listed in Appendix A will be forwarded through channels to arrive in this office in the quantities indicated.

#### 3-2. Security Clearance.

a. All commissioned officers must have a security clearance of "SECRET" or higher before permanent Federal recognition will be granted. Individuals who are applying for appointment as a commissioned officer and do not have evidence of a valid clearance will submit a request for clearance in accordance with KNGR 604-10. The request for clearance will accompany NGB Form 62 to this office.

b. Where appointing officers have evidence that a previous clearance has been issued, believes it is still valid and has not been cancelled, a certificate as shown in Appendix E will be accepted in lieu of a new clearance. The certificate certifies that the appointing officer accepts full responsibility for any security violation which may occur if it is determined that the newly appointed officer did not have a valid clearance. This certificate will remain in effect until the Chief, National Guard Bureau, confirms appointment (and clearance validity) through publication of Federal recognition orders. During the period of initial appointment through confirmation by Federal recognition orders, the appointing officer will insure that the new officer has no access to classified material, nor will the new officer apply for or attend service schools or other periods of FTTD/ADT which require a security clearance.

c. Federal recognition will not be granted by the National Guard Bureau until a final security clearance is received. Commanders are cautioned that individuals who have not received Federal recognition within six (6) months of date of appointment because of the lack of a final clearance should not attend any training assemblies or FTTD/ADT until the clearance is received, due to the possibility of non-entitlement to pay.

#### 3-3. Conditional Release.

a. Conditional release from the Kansas Army National Guard for appointment in ARNG of another state or USAR troop will be issued as follows:

(1) The officer concerned will initiate NGB Form 61 (Test) and complete items 1 through 8.

(2) Unit commander will complete items 9 through 12 of form and inclose one copy of DA Form 201, SF 88, SF 93 and property clearance certificate as attachments to the NGB Form 61 (Test). Certificate of property clearance will be prepared and signed by the unit commander.

(3) NGB Form 61 (Test) in original and four copies will be forwarded by letter of transmittal, to include the commander's recommendations and comments, through channels to this office along with the attachments and property clearance certificate. Upon receipt of request for release, this office will approve the release and forward the original and two copies, with attachments, to the officer. One copy will be returned to the unit.

(4) Unit will account for the officer as constructive attendance on the DA Form 1379, Unit Record of Reserve Training, in accordance with NGR 680-1.

b. Releases received from ARNG of other states and USAR troop units.

(1) Upon receipt of conditional release at this office, units will be contacted for possible appointment based on MTOE/TDA positions, specialty designators, location, etc. If an officer contacts a unit, and this unit is unable to assign him or her, the unit will contact his office for guidance.

(2) Selected unit for appointment of officer will process application in accordance with NGR 600-100. Letter of transmittal will be signed by officer concerned and in the format as shown in Appendix K (modified as necessary).

(3) Coordination with and notification of appointment to losing state will be accomplished by this office.

c. Members of USAR Control Group (RCPAC). A non-unit member assigned to a USAR Control Group may be appointed in the Army National Guard pending receipt of final clearance from the Commander, RCPAC. NGB Form 60 will be prepared and included with the application for Federal recognition in original and two copies.

3-4. Biography and Photograph. A current biography will be submitted within thirty (30) days of appointment of officers to the grade of Captain or above. Biography will be in the format as shown in Appendix D. A photograph as prescribed in Chapter 10, this regulation, will accompany the biography.

3-5. Nonprior Service Applicants. Applicants for appointment as officers who have not had prior military service will enter the following statement in the remarks section of NGB Form 62: "I understand that, if appointed, I will incur a six year military obligation."

3-6. Standards of Conduct Briefing.

a. Not later than seven days after receipt of permanent Federal Recognition orders for all initial appointments, the individual will receive a Standards of Conduct Briefing as required by paragraph 1-5, AR 600-50. This

C-5  
KNGR 600-100  
1 Jun 83

briefing is to be given by the unit commander or other designated officer. After receiving the required briefing, the officer will sign a statement attesting to this fact. Semiannually thereafter, the officer will be reminded of his responsibility to comply with required standards of conduct.

b. AGO Kan Form 601-20, dated 9 November 1981, will be used to record the initial briefing and semiannual reminders. This form will be placed in the officer's MPRJ and maintained as an Action Pending document.

## STANDARDS OF CONDUCT STATEMENT

Pursuant to paragraph 1-5, AR 600-50, I hereby acknowledge that I have received the required Standards of Conduct briefing. I further acknowledge that I have read or have had explained to me the contents of AR 600-50 and that I shall be reminded at least semiannually of my duty to comply with the required standards of conduct.

\_\_\_\_\_  
(Typed Name, Grade, Branch)

\_\_\_\_\_  
(Date)                      (Signature)

\_\_\_\_\_  
(Date)                      (Signature)

\_\_\_\_\_  
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(Date)                      (Signature)

\_\_\_\_\_  
(Date)                      (Signature)

Required briefing will be accomplished not later than 7 days after receipt of permanent Federal Recognition for initial appointment. Semiannually personnel will date and sign to indicate they have been reminded of their duty to comply with required standards of conduct.

#### CHAPTER IV - ASSIGNMENTS AND TRANSFERS

4-1. Assignment and Transfer of Officers. All assignments and transfers of officers will be announced by orders published by this office. The applicable unit MTOE/TDA prescribes the authorized grade and specialty/branch requirements for the position to which the officer is to be assigned. Substitution of branch/specialty in accordance with Appendix E, NGR 600-100, is authorized.

4-2. Transfers must have the approval/disapproval of each major commander before request is submitted to this office. Request for Orders (AGO Kan Form 310) will be completed in accordance with KNGR 310-10.

4-3. Effective Dates of Transfers and Reassignments. In order to eliminate problems in strength accountability and entries on DA Forms 1379, the normal effective dates for transfers and reassignments will be the first day of the month following the month in which the request is received by this office. This policy is implemented to simplify the determining of effective dates. It will also help in the elimination of orders being published after the effective dates and help to provide additional preparation time for officer evaluation reports. It should be noted that this policy is not to be interpreted as an inflexible rule. When circumstances exist which require that an effective date of transfer or reassignment be on other than the first day of the following month, a brief justification as to the reasons will be furnished by means of a statement added to the remarks on the AGO Kan Form 310.

4-4. Agreement to Attend Flight Training. Agreement to attend flight training is shown in Appendix F.



CHAPTER V - ATTACHMENTS

5-1. Attachment of Officer. Request for attachment will be submitted through normal channels to this office in accordance with instructions contained in KNGR 310-10. Attachments between battalions and higher headquarters must have the approval of each organization before submission to this office.

5-2. Relief from Attachment. Request for relief from attachment for officers will be submitted to this office in the same manner as requests for attachment.

5-3. Effective Dates. The effective date of attachment of an officer must be at least one (1) day after the officer was assigned to any given unit. The effective date for relief from attachment must be at least one (1) day prior to the date the officer departs from any given unit.

CHAPTER VI - BRANCH TRANSFERS AND SPECIALTY REDESIGNATIONS

6-1. Required Documents. Documents as listed in Appendix A will be forwarded through channels to arrive in this office in the quantities indicated. Branch transfer/specialty redesignation will be initiated by, or with the consent of, the officer concerned.

6-2. Branch/Specialty Qualification Upon Reorganization.

a. Units will be notified by this office when an officer is granted a waiver of requirements for specialty qualification. Upon receipt of this notification, the battalion commander must evaluate the officer's qualifications and determine what action must be taken for qualification in the new specialty.

b. The battalion commander will submit his recommendation for educational requirements for the officer, along with the officer's MPRJ, through channels, to this office. All commanders in the chain of command will review the recommendations, make modifications as deemed necessary and forward the recommendations and file. The Officer Personnel Classification Board or Federal Recognition Board, as appropriate, will review the recommendations for compatibility and requirements of the new specialty/branch.

c. Upon completion of review by either board, the unit will be notified of the concurrence or modification of requirements. Upon return of the correspondence, the battalion commander must furnish guidance and assistance which will enable the officer to complete stipulated education requirements for specialty/branch qualification and Federal recognition, if applicable.

6-3. All requests for branch transfers will be submitted in the format as shown in appendix K.

CHAPTER VII - DUTY DETAILS

7-1. Authority. Duty details will be controlled by this office and cannot be further delegated. Qualifications prescribed in AR 614-100 must be met prior to submission of requests for duty details to this office.

7-2. Request for Duty Detail. Requests for duty details will be submitted through normal channels to this office in the format as shown in Appendix G.

CHAPTER VIII - PROMOTIONS

8-1. Required Documents. Requests for promotion will be submitted in letter format through normal command channels to this office in the format as shown in Appendix H. Inclosures will be as required by Appendix A.

8-2. Eligibility. Eligibility for promotion will be in accordance with Chapter 8, NGR 600-100.

8-3. Promotion while on Declination. Requests will be submitted in format as shown in Appendix H with required inclosures. All correspondence relative to the declination must be made a part of the request and will be inclosed with the promotion recommendation.

8-4. Promotion after Selection for Promotion as a Reserve of the Army Officer. An officer who accepts his promotion in the Army National Guard will require a letter request (Appendix H) and correspondence advising of selection for promotion. (Subject of the letter is "Eligibility for Promotion as a Reserve Commissioned Officer Not on Active Duty.")

8-5. Reserve Officer Personnel Act. Promotion eligibility date, promotion service, years of service for promotion and mandatory removal date will be figured using chart in Appendix I.

8-6. Biography and Photograph. A current biography and photograph will be submitted for officers promoted to grade of Captain or higher in the format as shown in Appendix D for biography and Chapter 10 for photograph. These are due in this office no later than thirty (30) days after date of state promotion order.

CHAPTER IX - FEDERAL RECOGNITION BOARDS

9-1. Scheduling of Federal Recognition Boards. This office will coordinate with the office of the Senior Army Advisor in the scheduling of Federal Recognition Boards.

9-2. Categories Requiring Action by Federal Recognition Board. NGR 600-100 specifies those instances in which Federal Recognition Board action is required. A summary of board requirements is included in Appendix J.

CHAPTER X - OPMS-KanARNG

10-1. Objectives. The objectives of OPMS-KanARNG are:

- a. To properly develop officers in an adequate number and with the right skills to fully satisfy KanARNG requirements while taking maximum advantage of the officer's inherent abilities, aptitudes and interests.
- b. To properly assign officers according to the needs of the KanARNG by considering the individual's competence and desires.
- c. To improve the motivation and professional satisfaction of the individual officer and the officer corps of the Kansas Army National Guard.

10-2. Reason for Establishment of OPMS-KanARNG. Implementation of OPMS-KanARNG will significantly alter the officer corps in the KanARNG. The system will create officers who develop in particular specialties as opposed to the past MOS branch system that emphasized the concept of generalized training for all officers. Adherence to the specialist concept will result in educational requirements being identified by specialties rather than by branches. Specifications for all specialties are outlined in Chapter 4, AR 611-101. Factors that dictate the requirement for establishment of the OPMS in the ARNG, as well as the active Army, include:

- a. Changing technology resulting in changing skill requirements in the ARNG force structure, with resulting changes in the number, type and education of officers required to satisfy needs.
- b. The increasing complexity of Army jobs and the greater length of time required to master the knowledge associated with such jobs has required greater specialization in order to develop competence.
- c. Changes in officer strength due to frequent reorganizations in the Army National Guard have significant impact on officer specialization and training needs. Improved management of officer specialties and assignments will result in more orderly and timely recovery from imposed troop level requirements.

10-3. Responsibilities.

a. The State Adjutant General is responsible for the overall direction and effectiveness of specialty designation, operations of personnel administration, and management, preparation, maintenance, and disposition of qualification records for all officers of the Kansas Army National Guard. In addition, he is responsible for:

- (1) Establishment and direct supervision of the State OPMS Manager position.

(2) Development of policies effecting all aspects of the individual officer's career.

(3) Development and implementation of appropriate promotion and retention policies in accordance with existing regulations.

(4) Development and implementation of appropriate policies concerning appointment, assignment, transfer and separation of ARNG officers in accordance with pertinent directives on a basis that provides for officer career development opportunities.

b. State Officer Personnel Management System Manager. Personnel management system deal with people and must take into consideration the personal needs of the individuals, their goals, aspirations, aptitudes and interests, personal and family situations, and desires. Consequently, even though the OPMS consists primarily of policies and procedures applicable to large numbers of officers, in the final analysis, the system functions through a personal relationship between the officer career manager and the individual officer. The State OPMS manager is responsible for:

(1) Direct, effective counseling of all ARNG officers in order to determine proper assignment potentials of each individual officer.

(2) Maintaining career management records in accordance with pertinent regulations in order to effectively manage and control normal progression of career patterns of all KanARNG officers.

(3) Designating officers' primary specialty in consonance with State Master Development Plan.

(4) Reviewing officers' records to insure that appropriate Specialty Skill Identifier (SSI) and Additional Skill Identifier/Language Identification Code (ASI/LIC) are properly awarded and recorded.

(5) Recommending appropriate training of officers in order to award necessary identifiers commensurate with the officer assignments.

(6) Directing and supervising annual reviews of all officer SSI's and ASI/LIC's in order to determine continued qualifications and to determine if changes required by new data have been accomplished.

c. Immediate and Intermediate Commanders. Career management and planning is a vital part of command and troop leadership. All commanders must concern themselves with the application of the correct principles of leadership; therefore, they must know and understand the problems, needs and desires of their assigned officers. Commanders at all levels assist in the development and administration of officer career management by:

(1) Maintaining close coordination with the State OPMS Manager in order to develop and properly guide the career of each individual officer under their command.

(2) Recommending assignments of officers under their command according to qualifications, aptitudes, potential and desires of the individual officer.

(3) Providing subordinate officers with appropriate career advice based on the concept of OPMS-ARNG. Timely advice can be especially helpful in influencing young officers to make key decisions concerning the development of their career plans.

(4) Conducting periodic counseling of individual officers. The importance of such counseling cannot be over-emphasized, particularly with junior officers.

(5) Assuring careful preparation and timely submission of Officer Evaluation Report (OER). The most important periodic contribution to the officer's career and record is the official rating and description provided by the OER. It must be remembered that unless an officer's capabilities and deficiencies are accurately reflected in his efficiency reports, intelligent assignments and evaluations cannot be accomplished. Incomplete or improperly prepared OER's may seriously damage the individual officer's career.

d. Organizational Personnel Officers. The organizational personnel officers, especially at battalion level, have a vital role to play in the Officer Career Management Program for all officers in the Army National Guard. The responsibilities of the personnel officer include:

(1) Maintaining liaison between the State OPMS Manager, commander and the individual officer in the administration of the career management of the officer.

(2) Assisting the individual officers in updating their personnel records and forwarding additional records to the State OPMS Manager concerning assignments, redesignations or withdrawing SSI and ASI/LIC.

(3) Counseling the individual officer concerning requirements for designation of primary and alternate specialties and awarding SSI and/or ASI.

(4) Maintaining Officer Military Personnel Record Jackets (MPRJ) at organizational level to reflect current status and qualifications of individual officers.

(5) Making suggestions to commanders and State OPMS Manager concerning recommendations for changes to the status of individual officers.



e. Individual Officer. Proper career planning of the individual officers in the ARNG must commence at the time of their appointment or commissioning. Officers must be their own career managers and programmers. Early in their commissioned service a realistic evaluation of desires, capabilities and limitations must be made. Only when this is properly accomplished can the individuals develop a career plan by:

(1) Familiarizing themselves with the career policies of the Army National Guard and the command of assignment.

(2) Continually seeking guidance from superiors in relating career planning and policies to personal talents and desires. Consideration must be given to the amount of time officer can afford to be away from family and civilian pursuits in order to complete required military schooling and properly qualify in a field of specialization.

(3) Conducting timely audits of personal qualification records (minimum of annually) to insure that current data is recorded to support designated SSI and ASI and furnishing proper information and documentation to update their specialties.

(4) Demonstrating their potentials for growth through performance of assigned duties and taking advantage of opportunities to better skills in specialty assignments that will demonstrate their personal abilities in leadership and duty performance.

(5) Evaluating personal progress on a periodic basis and making necessary modifications and adjustments to achieve established goals.

(6) Maintaining liaison and cooperating with the assigned personnel officer, commanders and State OPMS Manager in order to provide necessary information.

#### 10-4. Award of Primary SSI and ASI.

a. Since MOS will no longer apply to commissioned officers of the Army National Guard, it changes the concept of an individual being awarded a primary MOS, a secondary MOS or an additional MOS. Under OPMS, an officer is designated a primary specialty and an alternate specialty by the Adjutant General (if they possess necessary qualifications for such designation). These specialties are identified by two-digit specialty codes; the first specialty (primary) code identifies the specialty in which an officer is currently assigned and the latter (alternate) identifies the specialty planned for future assignment.

b. OPMS also eliminates the current single digit Special Qualification Identifier (SQI) and replaces it with an ASI.

c. Under OPMS, appropriate codes (SSI, ASI or LIC) can be related to military and civilian education and training. This means that most courses of instruction will be identifiable with Army requirements. Utilization of officer skills acquired through these courses can then be properly charted and monitored. This will provide the State OPMS Manager with a management tool for matching talent or skill with spaces and for projecting training requirements.

#### 10-5. Position Classification Structure.

a. On authorization documents, position requirements will be identified by the three-character SSI (two digits and one letter), supporting or secondary specialty (two digits) and two ASI's (one digit and one letter) or one ASI and one LCI (Two letters), (reference, Section II, Chapter 1, AR 611-101 for diagram of Position Requirement Codes), e.g., a position requirement for an Armor Officer (12A) who is qualified as a Maintenance Management Officer (91) and further qualified as an Aviation Safety Officer (1S), for assignment to Greece (knowledge of Greek language necessary, GR), would look like this: 12A911SGR.

b. The basic elements of the classification system are as indicated below:

*Officer Position Classification Structure*

| 2<br>Characters   | 1<br>Character   | 2<br>Characters   | 2<br>Characters   | 2<br>Characters  |
|---|------------------|---|---|--|
| Principal Position Specialty Code   | Skill Identifier | Secondary Position Special Code   | Additional Skill Identifier (ASI)                                       | Language Identification Code (LIC) or 2d ASI                   |
| 12<br>(Armor Officer)<br><br>Ref: Chap 2, AR 611-101)                               | A                | 91<br>Qualified as Maintenance Mgt Officer<br>(Ref: Chap 2, AR 611-101) | 1S<br>Qualified as Aviation Safety Officer<br>(Ref: Chap 5, AR 611-101) | GR<br>Knowledge of Greek language<br>(Ref: Chap 6, AR 611-101) |
| Specialty Skill Identifier (3 Characters)<br>Position Specialty Code (5 Characters) |                  | Enter '00' if non-required  |   |  |

(1) Specialty: Two digits that are used to identify principal position requirements, secondary position requirements and officer's designated primary and alternate specialties. Note that the two-digit specialty codes are the first two characters of the specialty skill identifier codes included within the specialty.

(2) Specialty Skill Identifier: Three characters (two digits and one letter) that are used to identify the specialty skill requirement(s) of a position and specialty skill qualification of officers.

(3) Language Identifier Codes: Two letters that are used to identify the designated foreign language requirements of a position or an officer's qualification in a designated foreign language. The degree of language proficiency cannot be determined by the LIC alone.

10-6. Initial Classification of Officer Specialties. Initial Classification into primary specialties for all ARNG officers will be completed in accordance with instructions from the Chief, National Guard Bureau.

a. Designation of primary specialty to each officer will be made after an analysis is made of the requirements for the State of Kansas and the background (military and civilian) of each officer considered.

b. Designation of Alternate Specialty. The following considerations will be given for attaining alternate specialties by officers in the KanARNG:

(1) Since there may be few opportunities for an officer in the KanARNG to acquire a military alternate specialty within the KanARNG due to TOE/TDA and geographical limitations, an alternate specialty may be acquired primarily from prior assignments and the coincidence of civilian occupations and/or education. Since the KanARNG has no control over civilian occupation or education of its members, minimal programming and planning in this area are possible.

(2) The redesignation of an officer's primary specialty may occur more frequently in the Army National Guard as a result of reorganizations and geographical moves caused by the officer's civilian occupation. In these cases, a new primary specialty might be completed by a former specialty held by the officer.

c. For an officer whose qualifications are inadequate for the award of an SSI, The Adjutant General will advise the officer concerning any deficiencies he must overcome before the SSI can be awarded.

d. The primary specialty and alternate specialty, if available, will be entered on the qualifications record of the individual officer upon designation.

e. Classification of AMEDD Officers, Chaplains and Judge Advocate General's Corps officers will be in accordance with Sections IV, V and VI, Chapter 1, AR 611-101.

10-7. Military Personnel Records Jacket. The individual officer's MPRJ (DA Form 201) is initiated and maintained at the unit of assignment. These records are maintained in accordance with AR 640-10 and NGR 640-100.

10-8. Officer Evaluation Report.

a. The OER is a matter of significant command responsibility at all levels. Accurate and prompt completion of these reports is essential to the proper functioning of the officer classification system throughout the Army National Guard. Particular care must be exercised by everyone concerned with the timely preparation of these reports.

b. The officer evaluation reporting system is designed to provide:

(1) A continuing appraisal of each officer's performance of duty as a member of the Army National Guard.

(2) An assessment of the officer's potential duty performance for use in assignment to positions of increasing responsibility.

(3) Information to make decisions concerning the award of or revocation of officer's primary and alternate specialties.

c. Information contained in the OER is correlated with other qualification data to permit development of a "whole officer" concept for each individual officer. Thus a realistic source of vital information is derived for use in assignments, promotions, award of specialties and training opportunities for additional career development.

d. An important requirement for an officer's evaluation is performance counseling by the individual's superiors. This is especially important in relation to effective duty performance and the career development of junior officers in their first few years of service.

e. It is imperative that adequate suspense files and control measures be established for the administration of OER's. Such controls will be established and maintained at battalion and higher level.

f. Each officer should know his rater and indorser. Each headquarters responsible for initiation and control of OER's should periodically publish this information and insure that each officer receives a copy. A copy of this information will be forwarded to this office.

10-9. Annual Review of Classification.

a. In accordance with the instructions contained in AR 611-101 and NGB Pam 600-1, the SSI and ASI(s) designated for the individual officer should be reviewed at least annually on the regularly scheduled date for review of the officer's DA Form 2-1. The purpose of this review is to update qualifications of the individual officer as they occur.

b. Recently acquired data on individual officers, as a result of the annual records review, will be forwarded to the State OPMS Manager who will make the determination concerning classification and reclassification actions. The following factors are some of the indicators that can be used to substantiate changes in officer specialties and skill identifiers:

- (1) Quality and length of military experience and training.
- (2) Quality and length of civilian occupations and schooling completed.
- (3) OER's that include definite recommendations for specialty changes.

#### 10-10. Professional Development Phases and Objectives.

a. Generally, there are five phases of officer professional development. They correspond to military grade, typical duty assignments that are expected during each phase and a progression of education and training opportunities as the officer moves up through the ranks. Each phase of professional development has certain broad objectives in accordance with the dual specialty concept. These phases should be considered flexible, as the actual course of an officer's professional development and assignments can and will be influenced by many factors such as unit reorganizations, changes of the officer's unit assignment due to geographical relocation related to civilian pursuits, requirements of the KanARNG and the officer's own desires, capabilities and duty performance.

b. The five phases of ARNG officer professional development and objectives are:

- (1) Lieutenant Phase. The objective of this phase is to commence training and development in an officer's primary specialty and to acquire maximum practical leadership experience and basic knowledge of the military profession.
- (2) Captain Phase. The objective of this phase is to continue development in an officer's primary specialty and encourage development in an alternate specialty while continuing to grow in practical leadership experience and professional military knowledge.
- (3) Major Phase. The objective of this phase is to continue development in the officer's primary specialty while emphasizing the development in his alternate specialty and acquiring the staff and leadership experience and professional military knowledge appropriate to an officer in the grade of major.

(4) Lieutenant Colonel Phase. The objectives of this phase are to continue development in the officer's primary and alternate specialties by assignment and utilization in each; to continue acquiring leadership experience, staff experience and professional military knowledge appropriate to an officer of the grade of lieutenant colonel; and to demonstrate potential for advancement through service in positions of higher responsibility in either primary or alternate specialty.

(5) Colonel Phase. The objective of this phase is to achieve maximum utilization of the officer's capabilities, development of managerial skills and responsibility in either their primary or alternate specialties. Utilization will emphasize the specialty in which the officer is best qualified or most required, if possible.

10-11. Officer Career Counseling. Officer career counseling must be a continuing process. Genuine interest and concern demonstrated by the commanders in their subordinates will substantially contribute to the qualities of loyalty and trust that the young junior officers must cultivate for successful careers in the KanARNG Officer Corps.

a. Counseling serves as a vehicle for communication between the rater and the rated officer when involved in OER's as to the establishment of definitions and boundaries of the rated officer's performance of assigned duties. It is through this process that the rated officers are made aware of the specific nature of their duty assignments and on what manner these assignments should be accomplished. Counseling is the process through which the rater gives directions to subordinates on systematic plans for mission accomplishment and gains valuable information concerning the rated officers in their relationship with the organizations to which assigned.

b. Prior to the beginning of the counseling session, it is advisable that the commander or rating officer prepare a written outline listing major points to be discussed. Additional items may then be added to the outline as they might develop during the counseling period. If properly prepared and maintained, this record will provide valuable data for preparation of the individual officer's OER and also for relating to later counseling sessions with the rated officer. Commanders and/or rating officers should establish a minimum of three counseling sessions during each annual rating period of the individual officer.

c. During counseling, and later when preparing the OER on the individual officer, the rater and/or commander should not consider organizational efficiency as the sole basis for determining and measuring the rated officer's manner of performance or potential. While organizational effectiveness must be considered in the evaluation process, due consideration must also be given to the influence actually exerted by the rated officer, circumstances that are beyond the officer's immediate control and results which might reasonably have been expected of the rated officer considering the resources and time available.

10-12. Photographs. All officers in the grade of Captain and above will have a photograph filed in their DA 201 MPRJ and their State OPMF. These photos can be either black and white or color, at least 3 1/2 X 3 1/2 inches, not to exceed 8 X 10 inches which is preferable. Photo must be of the officer taken in Army Green shade 44 uniform (less headgear), full length, standing pose, body turned to high right approximately 30 degrees from axis of camera to subject, head facing camera, feet slightly apart, hands at sides. No retouching on the negative or print is permitted. The officer's signature must appear on the reverse of the photo along with his name (last, first, middle initial), grade, social security number and organization of the assignment typed or printed legibly for identification purposes. Officers may seek assistance in obtaining an official photograph from nearby military installation or submit personal photos which meet the above requirements.

10-13. The following appendices are included in this regulation and pertain to OPMS:

- a. Dual Specialty Development and Utilization - Appendix L.
- b. Flow Chart of Officer Career Management Actions - Appendix M.
- c. OER Control Log - Appendix N.
- d. Outline for the Conduct of Performance Counseling Periods - Appendix O.
- e. Officer Questionnaire - Appendix P.

CHAPTER XI - STATE OFFICER PERSONNEL CLASSIFICATION BOARD

11-1. State Officer Personnel Classification Board.

a. The Adjutant General will establish a State Officer Personnel Classification Board (OPCB) for the purpose of reviewing changes in primary specialties and stipulating any educational requirements to be completed by officers undergoing changes in primary specialty:

(1) As a minimum, the OPCB will be composed of the OPMS Manager and two other officers, one of whom will be senior in grade to officers being considered.

(2) The OPCB will meet as required.

(3) The OPCB will use NGR Form 24 as an aid in evaluating officers' background and stipulating any required additional training for redesignation of specialties.

b. Under OPMS, ARNG officers will be trained as specialist, not generalists. For purpose of evaluating qualifications, sufficient recognition must be given to civilian experience. One of the major assets of the ARNG Officer Corps is its rich diversity in professional and educational background. Failure to fully acknowledge this asset in evaluating officer specialties would be a serious waste of resources and must be avoided.

c. In many cases, civilian experience closely follows requirements of military specialties, especially in service support and combat service support specialties.

d. Not all officers assigned to a particular specialty position should be required to satisfy identical stipulations, such as completion of correspondence courses, ADT schools and independent study.

e. In addition to evaluating military education and experience, the OPCB will carefully consider specific tasks to be accomplished in each specialty position relative to the concerned officer's experience and education with those tasks.

f. Any SSI, once awarded, should be reviewed at least annually for retention. For example, an officer once qualified and awarded with a C-E SSI, who has no further military assignments or education in COMEL and whose civilian career is not related to COMEL functions, should have the C-E SSI withdrawn. The OPMS manager and all unit personnel officers must closely monitor currency of all designated specialties.



g. Qualification for retention in a duty position must not be confused with educational qualification for promotion. Qualification for retention in a duty position is a judgment made by a commander, based on performance and supported by completion of any educational requirements stipulated by the State OPCB.

(1) An officer may be qualified for promotion in all respects, as specified in Chapter 8, NGR 600-100, and not yet be performance-qualified in a newly-assigned duty position; this officer should be promoted, if he/she is otherwise qualified.

(2) Before the end of two (2) AT periods in the new duty assignment, the officer's performance should be evaluated and a judgment made as to whether he/she is qualified for retention in that particular duty position. Any officer not qualified for retention in a particular duty position by the end of the second AT period should be reassigned to another duty position for which he/she is qualified (or will soon become qualified) or be separated from the ARNG under provisions of NGR 635-100 and NGR 600-100.

THE PROPONENT OF THIS REGULATION IS THE OFFICE OF THE ADJUTANT GENERAL OF KANSAS. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: AGKS-ARP-0, P.O. BOX C-300, TOPEKA, KANSAS 66601.

BY ORDER OF THE GOVERNOR:

OFFICIAL:

EDWARD R. FRY  
Major General, Kans ANG  
The Adjutant General



EDGAR L. DeGRAW  
BG, AGC, KanARNG  
Assistant Adjutant General (Army)

DISTRIBUTION:

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| Legend:   | I n p t i a n l t m e n t | R e p a p o f i n t m e n t | A i p n t G o r a f a d U e S & A B R r a O n f c f h | A i p n t G o r a f a d U e S & A D R i f O f f r | B r a n c h T r a n s f e r | A i p n t G o r a f a d A e R & N B G r a O n f c f h | A G p r a d o e f n A e R w N B G r a O n f c f h | P r o m o t i o n |
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| a - original & 1 copy   | a                         | a                           | a   | a   |                             | a   | a   |                   |
| b - 2 copies  | d                         | d                           | d   | d   |                             |   |   |                   |
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| d - original and 2 copies   |                           |                             |   |   | d                           | d   | d   |                   |
| e - per para 9d, NGR 611-110  | b                         |                             |   |   |                             |   |   |                   |
| f - DA 201 to include Health Records  |                           |                             |   |   |                             |   |   |                   |
| *AGO Kan Form 75. Complete heading and items 1-5 and signature block.                   | a                         | a                           | a   | a   |                             | a   | a   |                   |
| NGB Form 62   | d                         | d                           | d   | d   |                             |   |   |                   |
| DA 201 file, presently in KanARNG   | f                         | f                           |   |   | f                           |   |   | f                 |
| Ltr of transmittal, showing officer's address, MTOE assignment, organization and branch |                           |                             |   |   | d                           | d   | d   |                   |
| Birth certificate   | b                         |                             |   |   |                             |   |   |                   |
| DA Form 873, or DD Form 1584, FD 258, or Appendix E to this regulation, as approp       | d                         | d                           | d   | d   |                             |   |   |                   |
| SF 88 (completed within 12 months of pers action)*                                      | d                         | d                           | d*  | d*  |                             |   |   | d**               |
| SF 93 (completed within 12 months of pers action)*                                      | b                         | b                           | b*  | b*  |                             |   |   | b**               |
| Statement ILO current physical*   |                           |                             | a*  | a*  |                             |   |   | a**               |
| HS Dipl, college dipl or GEDT results   | b                         |                             |   |   |                             |   |   |                   |
| OCS Dipl or other appropriate service sch certificate, as applicable                    | b                         |                             |   | b   | b                           |   | b   | b                 |
| Waiver, if granted by CNGB or TAG KS  | b                         | b                           |   |   |                             |   |   |                   |
| Conditional release if member of other component or ARNG of other state                 | c                         | c                           | c   | c   |                             | c   | c   |                   |
| NGB Form 60, if member of USAR Control Gp   |                           |                             | d   | d   |                             |   |   |                   |
| DD 214 or similar documents for prior svc   | b                         | b                           | b   | b   |                             |   |   |                   |
| Flying evaluation board, if applicable  | e                         | e                           | e   | e   |                             |   |   |                   |
| Evidence of citizenship (naturalized only)  | a                         |                             |   |   |                             |   |   |                   |
| Ecclesiastical indorsement, chaplain appl   | c                         | c                           |   |   |                             |   |   |                   |
| License to practice or evidence of internship - MC appl                                 | b                         |                             |   |   |                             |   |   |                   |
| License to practice or evidence of compl of dental course - DC appl                     | b                         |                             |   |   |                             |   |   |                   |
| Cert from State Supreme Court or a US District Court - JAGC appl                        | c                         |                             |   |   |                             |   |   |                   |
| Certified transcript of college credits, seminary credits Chaplain appl                 | a                         |                             |   |   |                             |   |   |                   |
| Certified transcript of college credits, JAGC appl                                      | a                         |                             |   |   |                             |   |   |                   |
| Certificates, interviews, statements, letters & photographs - JAGC appl                 | b                         |                             |   |   |                             |   |   |                   |
| Certified transcript for undergraduate & graduate studies - AMSC & ANC appl             | a                         |                             |   |   |                             |   |   |                   |

| Legend:   | Initial Appointment | Reappointment | Apt of USAR off in grade and branch | Apt of USAR off in grade & new branch | Branch transfer | Apt of ARNG off in grade and branch | Apt of ARNG off in grade & new branch | Promotion |
|---|---------------------|---------------|-------------------------------------|---------------------------------------|-----------------|-------------------------------------|---------------------------------------|-----------|
| a - original & 1 copy   |                     |               |                                     |                                       |                 |                                     |                                       |           |
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| d - original and 2 copies   |                     |               |                                     |                                       |                 |                                     |                                       |           |
| e - per para 9d, NGR 611-110  |                     |               |                                     |                                       |                 |                                     |                                       |           |
| f - DA 201 to include Health Records  |                     |               |                                     |                                       |                 |                                     |                                       |           |
| Current nursing registration and/or license, signed resume of nursing experience - ANC appl         | b                   |               |                                     |                                       |                 |                                     |                                       |           |
| Certificates of postgraduate clinical course - ANC appl, if applicable                              | c                   |               |                                     |                                       |                 |                                     |                                       |           |
| Certificate of completion of dietetic internship - AMSC appl, if applicable                         | c                   |               |                                     |                                       |                 |                                     |                                       |           |
| Certificate of completion of physical or occupational therapy course - AMSC appl                    | c                   |               |                                     |                                       |                 |                                     |                                       |           |
| College degree and/or equiv qual experience MSC appl (except admin and sup specialties)             | b                   |               |                                     |                                       |                 |                                     |                                       |           |
| Verification of applicant's SSN   | a                   |               |                                     |                                       |                 |                                     |                                       |           |
| Applicant's statement for ROTC graduates who have not completed ADT (Appendix Q)                    |                     |               | d                                   | d                                     |                 |                                     |                                       |           |
| Letter of recommendation (Appendix H)   |                     |               |                                     |                                       |                 |                                     |                                       | d         |
| Statement for applicants who do not qualify for retirement or retired pay as required (Appendix R)  | a                   | a             |                                     |                                       |                 |                                     |                                       |           |
| Statement of 6-year service obligation for nonprior service applicants (para 3-5)                   | a                   |               |                                     |                                       |                 |                                     |                                       |           |
| Three letters of recommendation on the applicant's professional abilities, AMEDD officer applicants | a                   |               |                                     |                                       |                 |                                     |                                       |           |

\* For appointment of USAR officers under age 40 submission of SF 88 and SF 93 completed within the last 4 years is adequate. If SF 88 and SF 93 is over 12 months old, it will be accompanied by a statement in lieu of physical.

\*\* For promotion, either SF 88 and SF 93 within the last 12 months or a statement in lieu of physical will be submitted.

APPENDIX B

STATEMENT AND AGREEMENT TO PARTICIPATE IN THE ARMY NATIONAL GUARD

I hereby agree to participate actively in all Army National Guard Training if appointed and Federally recognized as an officer in the Kansas Army National Guard.

I was discharged from the US Army Reserve on \_\_\_\_\_ for failure to maintain eligibility for retention in an active status because \_\_\_\_\_. The circumstances under which I was discharged from the US Army Reserve no longer exist because \_\_\_\_\_.

(Signature block of officer)

APPENDIX C

(Unit letterhead)

SUBJECT: Request Waiver for Appointment in the Army National Guard

(Address to next higher headquarters)

1. Under the provisions of paragraph \_\_\_\_\_, NGR 600-100, request waiver of \_\_\_\_\_ be granted in the case of (grade, name, SSN) for appointment as \_\_\_\_\_ with assignment to \_\_\_\_\_, Kansas Army National Guard.
2. (This paragraph will give complete details and justifications for the waiver, to include necessary documentary evidence which is to be attached.)

1 Incl  
NGB Form 62 w/allied papers

(Signature block of unit commander)

APPENDIX D

(Unit heading)

(Date)

BIOGRAPHY

---

(Grade & full name)

---

(Title)

---

(Organization)

Home address:

Date of birth:

Place of birth:

Education:

Civilian schools:

Military schools:

Narrative of service: (Complete to indicate service from initial date of entry. Indicate key positions occupied while enlisted, key officer positions - especially positions where you were in command of a section, unit, or higher command responsibilities)

Awards, decorations, and letters of commendation: (Specify awards and decorations eligible for wear, indicate reason for receipt of letters of commendation, and dates awards, decorations, or letters of commendation were received)

Membership in organizations, civilian and/or military: (Indicate offices held, if appropriate)

Civilian occupation: (Specify years and months employed in current occupation, and specify positions of leadership, if appropriate)

Avocations:

APPENDIX E

(Unit heading)

(Date)

C E R T I F I C A T E

I, the undersigned, do hereby certify that (name, grade, SSN) will have no access to security classified data or attend any service school requiring a security clearance, until such time as appointment in the NGUS is confirmed by NGB. I do hereby accept full responsibility for any violation of security, in event security clearance last held by this individual is determined to be invalid or to have been revoked.

(Signature block of unit commander)



APPENDIX F

AGREEMENT TO ATTEND ARMY NATIONAL GUARD FLIGHT TRAINING

I hereby agree to apply for and attend Army National Guard flight training within eighteen (18) months after my assignment to an Army National Guard aviation position.

If I fail to apply for and/or attend flight training, or if I become disqualified for flight training, I will immediately apply for transfer to a non-aviation position, if qualified.

(Signature block)

APPENDIX G

(Unit heading)

(Date)

SUBJECT: Detail as GSWT/Inspector General (Delete inappropriate entry)

(Address of next higher headquarters)

1. Under the provisions of chapter 7, NGR 600-100, it is requested that (grade, name, SSN, branch, unit, and station) be detailed General Staff with Troops/Inspector General. (Delete inappropriate entry)

2. He meets the qualifications for this duty in that \_\_\_\_\_  
\_\_\_\_\_.

(Signature block of unit commander)

APPENDIX H  
(Unit heading)

---

(Date)

SUBJECT: Recommendation for Promotion of Officer

(Address to next higher headquarters)

1. Under the provisions of chapter 8, NGR 600-100, it is recommended that the following named officer be promoted in the Army National Guard as indicated:

- a. Name:
- b. SSN:
- c. Branch:
- d. Designated primary specialty and alternate specialty:
- e. Present grade:
- f. Present MTOE/TDA position and unit (to include paragraph and line number):
- g. Grade, MTOE/TDA position and unit for which recommended (to include paragraph and line number):
- h. Present mailing address, ZIP code, and telephone number:
- i. Present business address, ZIP code, and telephone number:

2. This officer has clearly demonstrated his fitness for the responsibilities and duties of the position, grade and branch for which recommended.

a. The officer has the following periods of service which are creditable for promotion to the higher grade:

b. The officer meets the minimum military educational requirements by virtue of the following (attach evidence):

\_\_\_\_\_  
(Date)

SUBJECT: Recommendation for Promotion of Officer

c. Date of current physical is \_\_\_\_\_. Current height of \_\_\_\_\_ inches and weight of \_\_\_\_\_ pounds meet the requirements of NGR 600-9.

- \_\_\_\_ Incl
1. School completion
  2. Statement ILO physical
  3. MPRJ

(Signature block of commander)

NOTE: Military Personnel Records Jacket is not required for promotion from 2LT to 1LT. Files are required for all promotions which require action by Federal Recognition Board.

## APPENDIX I

| FOR PROMOTION |     | PROMOTION ELIGIBILITY<br>DATE (ROPA)   | MANDANTORY REMOVAL DATE  |
|---------------|-----|--|--|
| FROM          | TO  |  |  |
| 2LT           | 1LT | 3 years from promotion service date  | Date of commission plus 28 years, 30 days or 53d birthday plus 30 days, whichever is sooner  |
| 1LT           | CPT | 4 years in grade or 6 years commissioned service, whichever is later (NOTE 1)  | Same as above  |
| CPT           | MAJ | 7 years in grade or 12 years commissioned service, whichever is later (NOTE 1) | Same as above  |
| MAJ           | LTC | 7 years in grade or 17 years commissioned service, whichever is later (NOTE 1) | Same as above  |
| LTC           | COL | Announced annually   | Same as above  |
| COL           |     | NA   | Date of commission plus 30 years, 30 days or 55th birthday plus 30 days, whichever is sooner; or 5th anniversary of last promotion, whichever is later; not to exceed age 60 |

NOTE 1: Years of Commissioned Service: Date of commission or officer's 25th birthday, whichever is earlier.

## APPENDIX J

## FEDERAL RECOGNITION BOARDS

| <u>ACTION REQUESTED</u>  | <u>APPEARANCE<br/>BOARD</u> | <u>NON-<br/>APPEARANCE<br/>BOARD</u> | <u>BOARD<br/>NOT<br/>REQUIRED</u> | <u>REFERENCE<br/>(NGR<br/>600-100)</u> |
|--|-----------------------------|--------------------------------------|-----------------------------------|--|
| Initial appointment  | X                           |                                      |                                   | Para 3-4                               |
| Reappointment  | X                           |                                      |                                   | Para 3-4                               |
| Appointment of USAR officer<br>in grade and branch                                     |                             |                                      | X                                 | Para 3-5                               |
| Appointment of USAR officer<br>in grade and new branch                                 | X                           |                                      |                                   | Para 3-4                               |
| Transfer of ARNG officer<br>between states in grade and<br>branch                      |                             |                                      | X                                 | Para 3-5                               |
| Transfer of ARNG officer<br>between states in grade and<br>new branch NOTE 1           | X                           |                                      |                                   | Para 3-4                               |
| Branch transfer (to branch<br>not previously held in<br>current grade) NOTE 1          | X                           |                                      |                                   | Para 3-4                               |
| Branch transfer (in grade<br>and branch previously found<br>qualified by Fed Recog Bd) |                             |                                      | X                                 | Para 3-5                               |
| Promotion NOTES 2 & 3  |                             | X                                    |                                   | Para 8-13                              |

NOTE 1 - Federal Recognition Board action not required for 2LT who has not completed Officer Basic Course

NOTE 2 - Federal Recognition Board action not required for officers who are serving under declination of promotion, provided the promotion is in the same branch as the one for which selected for promotion in by DA Selection Board

NOTE 3 - Federal Recognition Board action not required for 2LT who are promoted to fill authorized position vacancies on the date they complete 3 years of promotion service

APPENDIX K

(Date)

SUBJECT: Request for Reassignment/Transfer Involving Change of Branch

(Address to immediate commander)

1. Under the provisions of chapter 6, NGR 600-100, I hereby apply for branch transfer from \_\_\_\_\_ to \_\_\_\_\_ and assignment to (TOE/TDA position, SSI, unit and station).

2. In connection with this application, I submit the following qualifications for the new branch:

(List qualifications and attach evidence of completion)

3. Current home address:

Home phone:

Business phone:

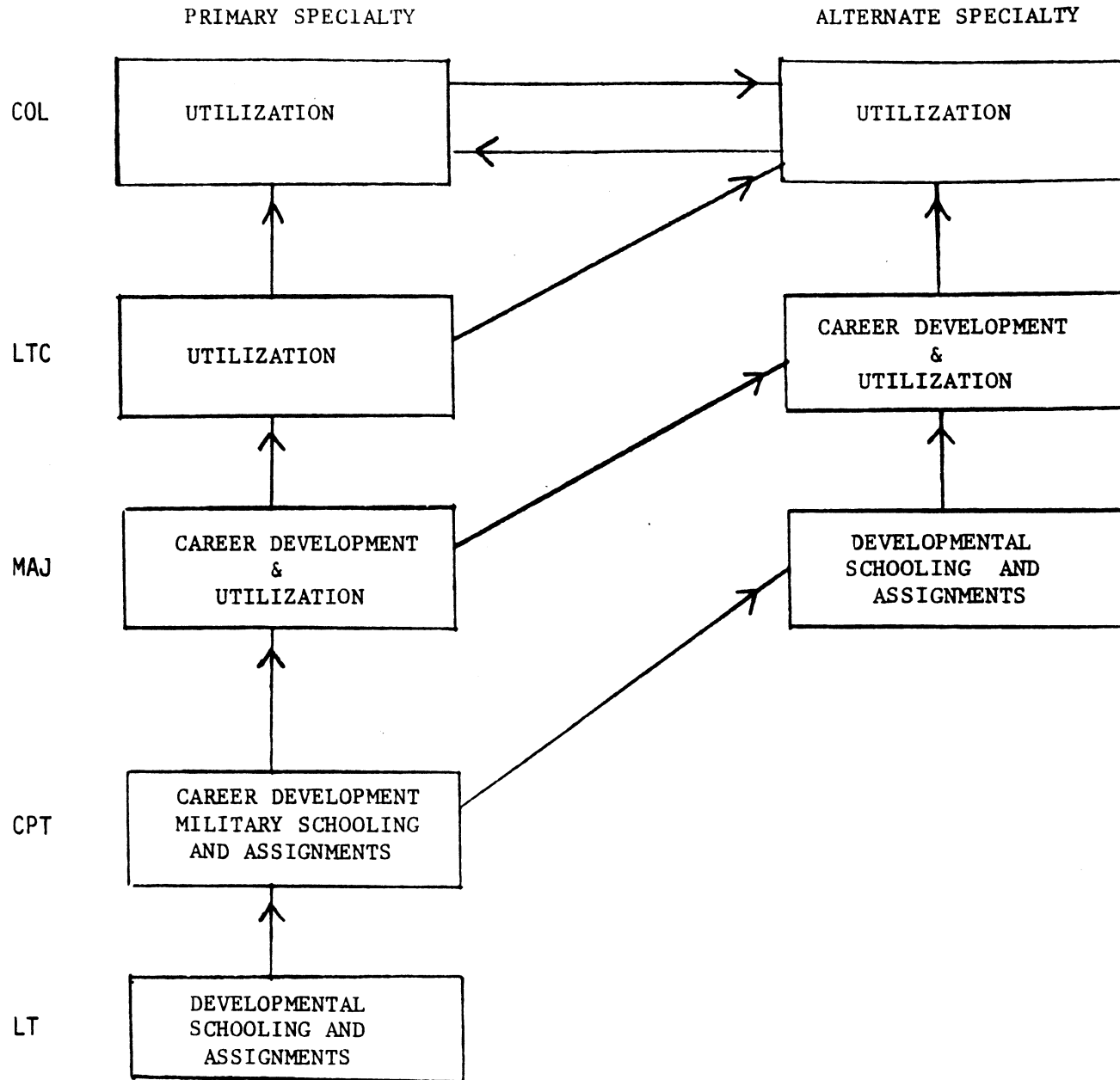
\_\_\_ Incl

(Signature block of officer)

NOTE - Commander will attach MPRJ if Federal Recognition Board action is required

## DUAL SPECIALTY

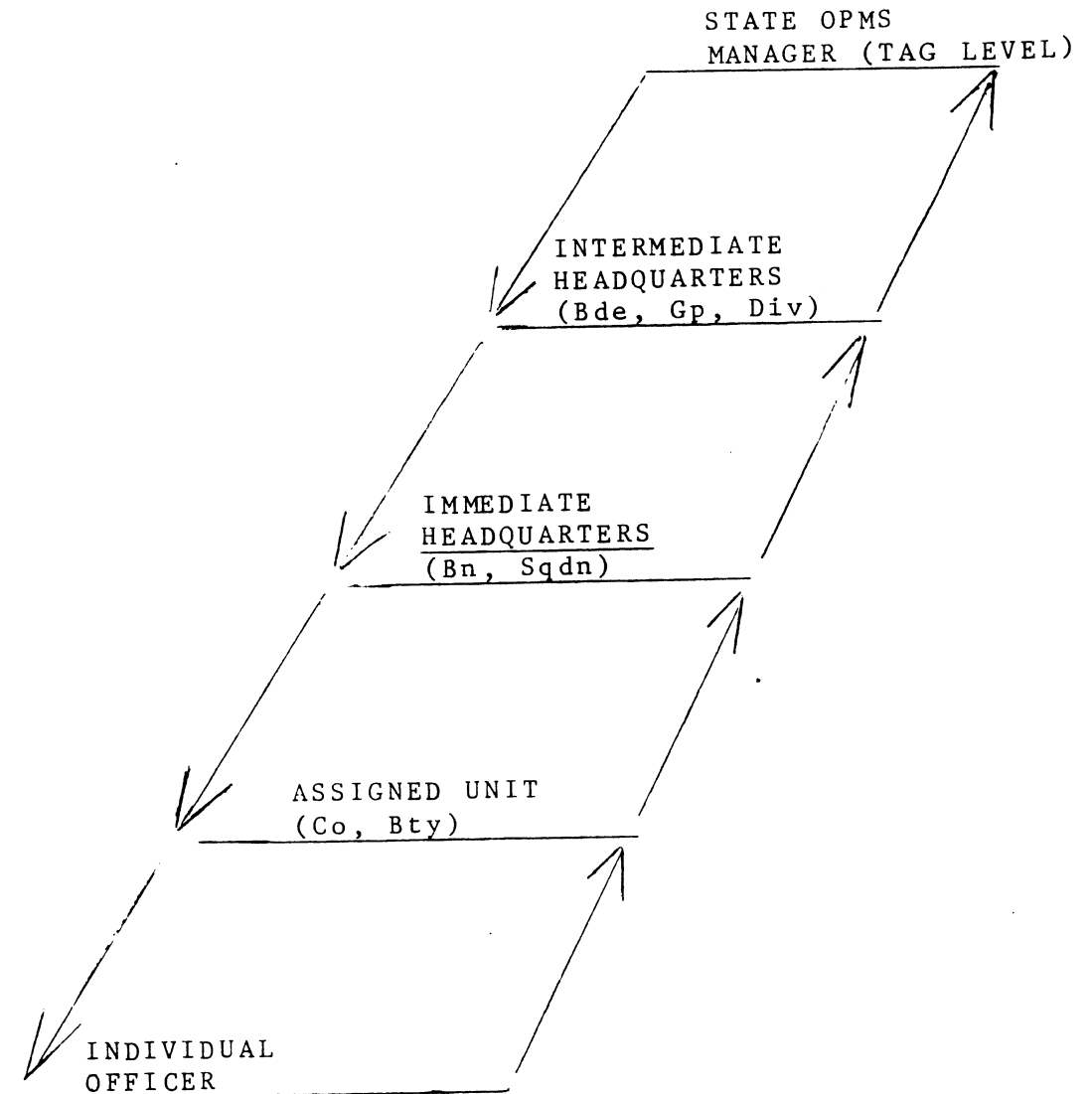
## DEVELOPMENT AND UTILIZATION





APPENDIX M

FLOW CHART OF OFFICER CAREER MANAGEMENT ACTIONS



OER CONTROL LOG

| RATED INDIVIDUAL  | REASON                | PERIOD<br>OF REPORT | RATING<br>OFFICIALS            | SUSPENSE<br>DATE | State AG<br>SUSPENSE                          | Date Fwd<br>State AG |
|---|-----------------------|---------------------|--------------------------------|------------------|---|----------------------|
| COTTER, Patrick W. CPT<br>(Principal Duty)<br>(Assigned organization) | Change<br>of<br>Rater | from                | Rater<br>Maj J. A. Winkler     | 10 Apr 75        | 12 MAY 75                                     | 8 May 75             |
|   |                       | thru                | Indorser                       |                  |   |                      |
|   |                       | 75-03-31            | Maj P. L. Ackerson<br>Reviewer | 24 Apr 75        | remarks<br>Received from<br>Reviewer 3 May 75 |                      |
|   |                       | from                | Rater                          | 2 May 75         |   |                      |
|   |                       | thru                | Indorser                       |                  |   |                      |
|   |                       |                     | Reviewer                       |                  |   |                      |
|   |                       | from                | Rater                          |                  | remarks                                       |                      |
|   |                       | thru                | Indorser                       |                  |   |                      |
|   |                       |                     | Reviewer                       |                  |   |                      |
|   |                       | from                | Rater                          |                  | remarks                                       |                      |
|   |                       | thru                | Indorser                       |                  |   |                      |
|   |                       |                     | Reviewer                       |                  |   |                      |
|   |                       | from                | Rater                          |                  |   |                      |
|   |                       | thru                | Indorser                       |                  |   |                      |
|   |                       |                     | Reviewer                       |                  |   |                      |

APPENDIX N

KNGR 600-100

## APPENDIX O

## OUTLINE FOR THE CONDUCT OF PERFORMANCE COUNSELING PERIOD

Officer being counseled: Rank: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Unit assignment of counseled officer: \_\_\_\_\_

Counseling (OER period): Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Total time of assignment to present duty position (months): \_\_\_\_\_  
-----

## COUNSELING SESSION NO 1

Date conducted: \_\_\_\_\_ Counseling (Rating) officer: \_\_\_\_\_

1. Explanation of duties discussed upon assignment.
2. Specific duties to be performed during the rated period.
3. Unit mission and specific goals set for the rated period.
4. Priorities established for the officer during the rated period.

\_\_\_\_\_  
(Signature of rated officer)\_\_\_\_\_  
(Signature of rating officer)-----  
COUNSELING SESSION NO 2

Date conducted: \_\_\_\_\_ Counseling (Rating) officer: \_\_\_\_\_

1. Suggested revision of duties of officer being counseled.
2. Suggested changes to specific duties originally outlined.
3. Update or revision of original performance objectives.
4. Discussion of strong points of duty performance.
5. Discussion of weak points of duty performance.

\_\_\_\_\_  
(Signature of rated officer)\_\_\_\_\_  
(Signature of rating officer)-----  
COUNSELING SESSION NO 3

Date conducted: \_\_\_\_\_ Counseling (Rating) officer: \_\_\_\_\_

1. Job performance of officer during rated period.
2. Suggested improvements to be made in overall duty performance.
3. Discussion of noted improvements during rated period.
4. Discussion of deficiencies (weak points) noted during rated period.

\_\_\_\_\_  
(Signature of rated officer)\_\_\_\_\_  
(Signature of rating officer)

APPENDIX P  
OFFICER QUESTIONNAIRE

KNGR 600-100

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_ DATE \_\_\_\_\_

UNIT AND TOE POSITION \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Only if you may be contacted there)

1. Refer to AR 611-101 and review specialties, determining the specialty in which you feel most qualified; review, first, pages 2-1 thru 2-5, then review specifications for specialties on pages 4-1 thru 4-76. Consider all of your experience, both civilian and military; consider education and on-job experience.

THE SPECIALTY FOR WHICH I FEEL MOST QUALIFIED IS: \_\_\_\_\_

Remarks: \_\_\_\_\_

2. Now, repeat the **above** process and select the specialty in which you feel second most qualified: \_\_\_\_\_

Remarks: \_\_\_\_\_

3. My civilian education beyond high school includes attendance at the following colleges and trade schools:

| <u>School</u> | <u>Subject</u> | <u>Dates</u> |
|---------------|----------------|--------------|
|---------------|----------------|--------------|

4. My civilian employment has been: (rate in successive order by numbering 1-most, 4-least)

technical \_\_\_\_\_

supervisory \_\_\_\_\_

administrative \_\_\_\_\_

other (explain) \_\_\_\_\_

\_\_\_\_\_

## OFFICER QUESTIONNAIRE (CONT'D)

5. I am expert in the following civilian occupations:

a. most expert \_\_\_\_\_.

b. second most expert \_\_\_\_\_.

c. third most expert \_\_\_\_\_.

6. I prefer assignment in responsibilities that are: \_\_\_\_\_ administrative and technical (Staff), \_\_\_\_\_ supervisory (Managing staff personnel or command).

Remarks: \_\_\_\_\_

7. I have civilian experience in supervising the following number of employees for duration shown:

Number Supervised

Duration in months

a. None

b. 1-10

\_\_\_\_\_

c. 11-20

\_\_\_\_\_

d. 21-100

\_\_\_\_\_

8. The employees I supervised (percentage): \_\_\_\_\_ technical, \_\_\_\_\_ non-skilled, \_\_\_\_\_ professional, \_\_\_\_\_ other (explain): \_\_\_\_\_

9. Study the State Inventory of Officer Specialities (SIOS) by grade. CONSIDERING MY PERSONAL QUALIFICATIONS, THE SIOS, GEOGRAPHIC CONSTRAINTS, MY EXPERIENCE/EDUCATION (CIVILIAN AND MILITARY), AND PERSONAL FACTORS, THE PRIMARY SPECIALTY I WOULD LIKE TO HAVE DESIGNATED IS:

a. \_\_\_\_\_

Remarks: \_\_\_\_\_

b. MY SECOND CHOICE FOR PRIMARY SPECIALTY IS: \_\_\_\_\_

Remarks: \_\_\_\_\_

## OFFICER QUESTIONNAIRE (CONT'D)

c. FOR FUTURE DEVELOPMENT I WOULD LIKE TO HAVE \_\_\_\_\_ DESIGNATED AS MY  
ALTERNATE SPECIALTY.\*

Remarks: \_\_\_\_\_

10. For assignment to field grade positions I am willing to travel not more than  
\_\_\_\_\_ 25 miles, \_\_\_\_\_ 50 miles, \_\_\_\_\_ 100 miles, \_\_\_\_\_ 150 miles, \_\_\_\_\_ more  
than 150 miles.

11. Provide any additional information which you feel should have a bearing on  
your future assignments or development: (Use reverse side if more space is  
needed).

\_\_\_\_\_  
(SIGNATURE)

\*This will not be a combat arms specialty, e.g; Inf, Armor, FA, ADA. Completion of item 9c is mandatory for field grade officers and optional for company grade officers. Alternate specialty will normally be designated for LTC upon completion of C&GSC.

EXPLANATORY NOTES TO QUESTIONNAIRE

1. It is the intention of the inclosed questionnaire to comply with provisions of the Privacy Act of 1974, 5 U.S.C. 552a (Public Law 93-579).
2. This questionnaire was prepared under authority to NGR 600-100 and NGB Pam 600-3.
3. Information provided by you will be available only on a need-to-know basis for purpose of evaluating your civilian and military background; the evaluation will be accomplished solely for purposes of determining qualifications for ARNG assignments and prescribing military education requirements necessary for becoming qualified.
4. The manager of the State Officer Personnel Management System (OPMS) will frequently review personal data you provide on the inclosed form as an aid to determining your assignment preferences and goals.
5. The completion of the inclosed questionnaire is required as it will be beneficial to the respondent.
6. Upon completion of the inclosed questionnaire, (a) your military assignments are likely to meet your preferences and best capabilities; (b) the state OPMS manager will be able to plan an orderly career pattern for you, and (c) any requirements for military education (under waivers and educational stipulations) will fully reflect your military and civilian experience.

## STATE INVENTORY OF AUTHORIZED OFFICER SPECIALTIES (As of 1 Feb 79)

| All Specialties                                 | <u>LT</u> | <u>CPT</u> | <u>MAJ</u> | <u>LTC</u> | <u>COL</u> | <u>TOTAL</u> |
|---|-----------|------------|------------|------------|------------|--------------|
|   | 204       | 189        | 81         | 34         | 14         | 522          |
| 11 - Infantry                                   | 47        | 23         | 8          | 5          | 2          | 85           |
| 12 - Armor                                      | 22        | 10         | 4          | 1          |            | 37           |
| 13 - Field Artillery                            | 47        | 34         | 8          | 7          | 2          | 98           |
| 14 - Air Defense Artillery                      | 7         |            |            |            |            | 7            |
| 15 - Aviation                                   | 3         | 5          | 3          |            | 1          | 12           |
| 21 - Engineer                                   | 31        | 15         | 5          | 3          |            | 54           |
| 25 - Combat Communications-Elec                 | 6         | 10         | 3          |            |            | 19           |
| 26 - Fixed Telecommunications<br>Systems        |           |            |            |            |            | 0            |
| 27 - Comm-Elec Engineering                      |           |            |            |            |            | 0            |
| 28 - Instructional Technology<br>and Management |           |            |            |            |            | 0            |
| 31 - Law Enforcement                            | 1         |            | 1          |            |            | 2            |
| 35 - Tactical/Strategic Intell                  | 3         | 7          | 2          | 1          | 1          | 14           |
| 36 - Counterintelligence-Humint                 |           |            |            |            |            | 0            |
| 37 - Electronic Warfare Cryptology              |           |            |            |            |            | 0            |
| 41 - Personnel Management                       | 1         | 11         | 9          | 4          | 3          | 28           |
| 42 - Personnel Administration                   | 3         | 9          | 4          | 1          | 1          | 18           |
| 43 - Club Management                            |           |            |            |            |            | 0            |
| 44 - Finance                                    | 1         | 1          | 2          |            |            | 4            |
| 45 - Comptroller                                |           |            |            | 1          | 1          | 2            |
| 46 - Public Affairs                             | 1         | 4          | 1          |            |            | 6            |
| 47 - Education                                  |           |            |            |            |            | 0            |
| 48 - Foreign Area Officer                       |           |            | 1          | 2          |            | 3            |
| 49 - Operations Research/Systems<br>Analysis    |           |            |            |            |            | 0            |
| 51 - Research and Development                   |           |            |            |            |            | 0            |
| 52 - Atomic Energy                              |           |            |            |            |            | 0            |
| 53 - Automatic Data Processing                  |           | 2          |            | 1          |            | 3            |



|  | <u>LT</u> | <u>CPT</u> | <u>MAJ</u> | <u>LTC</u> | <u>COL</u> | <u>TOTAL</u> |
|--|-----------|------------|------------|------------|------------|--------------|
| 54 - Operations and Force Develop              |           |            | 1          |            |            | 1            |
| 55 - Legal                                     |           | 4          | 1          |            | 1          | 6            |
| 56 - Chaplain                                  |           | 9          | 2          |            |            | 11           |
| 60-61 - Medical Corps                          |           | 8          | 7          | 1          |            | 16           |
| 63 - Dental Corps                              |           | 1          |            |            |            | 1            |
| 64 - Veterinary Corps                          |           |            |            |            |            | 0            |
| 65 - Army Medical Specialist Corps             |           |            |            |            |            | 0            |
| 66 - Army Nurse Corps                          |           |            |            |            |            | 0            |
| 67-68 - Medical Service Corps                  | 8         | 2          | 1          |            |            | 11           |
| 70 - Logistics Management                      |           |            |            |            | 1          | 1            |
| 71 - Aviation Materiel Management              |           | 2          | 2          | 1          |            | 5            |
| 72 - Communications-Elec Materiel Management   | 1         |            |            |            |            | 1            |
| 73 - Missile Materiel Management               |           |            |            |            |            | 0            |
| 74 - Chemical                                  |           | 1          | 1          |            |            | 2            |
| 75 - Munitions Materiel Management             |           | 2          | 2          | 1          |            | 5            |
| 76 - Armament Materiel Management              | 1         |            |            |            |            | 1            |
| 77 - Tank/Ground Mobility Materiel Management  | 12        | 8          | 1          | 1          |            | 22           |
| 81 - Petroleum Management                      | 1         | 1          |            |            |            | 2            |
| 82 - Food Management                           |           | 1          |            |            |            | 1            |
| 83 - General Troop Support Materiel Management |           |            |            |            |            | 0            |
| 86 - Traffic Management                        |           | 1          |            |            |            | 1            |
| 87 - Marine and Terminal Operations            |           |            |            |            |            | 0            |
| 88 - Highway and Rail Operations               | 4         | 2          |            |            |            | 6            |
| 91 - Maintenance Management                    |           |            | 4          | 1          | 1          | 6            |
| 92 - Supply Management                         | 4         | 15         | 8          | 2          |            | 29           |
| 93 - Logistics Services Management             |           | 1          |            |            |            | 1            |
| 95 - Transportation Management                 |           |            |            |            |            | 0            |
| 97 - Procurement                               |           |            |            | 1          |            | 1            |

KNGR 600-100  
C-1, 15 May 80

APPENDIX Q

Statement for ROTC Graduates  
Who Have Not Completed ADT

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(Date)

"I understand and agree that if appointed in the Army National Guard of the State of Kansas, such change in status will not affect my previous commitment to serve 3 to 6 months initial active duty of training."

(Signature of individual)

APPENDIX R

Statement of Understanding of Inability  
to Qualify for Retirement Benefits

\_\_\_\_\_  
(Date)

I, (name, SSN), understand that, because of my age, I will be unable to qualify for military retirement benefits under existing legislation. I further understand that the possibility of my becoming entitled to military retirement benefits is contingent upon the passage of future events which are not accurately predictable at this time.

(Signature of individual)